

Mission: *To develop lifelong learners through effective teaching in a safe and caring environment.*
Vision: *Educational excellence for every child – setting the standard others aim for.*

AGENDA
BOARD OF EDUCATION – REGULAR MEETING
Instructional Planning Center/Huron Arena
January 8, 2018
5:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Adoption of the Agenda**
5. **Dates to Remember**

January 10	Early Release
January 15	Martin Luther King Holiday – No School
January 20	Credit Recovery Day
January 22	Board of Education Meeting – 5:30 p.m. IPC
January 29	HHS Registration Open House – 5:30 – 8:45
February 7	Early Release
February 12	Board of Education Meeting – 5:30 p.m. IPC
February 19	President’s Day – No School
February 26	Board of Education Meeting – 5:30 p.m. IPC
6. **Community Input on Items Not on the Agenda**
7. **Conflict Disclosure and Consideration of Waivers** - The School Board will review the disclosures and determine if the transactions or the terms of the contracts are fair, reasonable, and not contrary to the public interest.
 - a)
8. **CONSENT AGENDA**

The superintendent of schools recommends approval of the following:

 - a) **Approval and/or Correction of Minutes of Previous Meetings**
 - b) **Consideration and Approval of Bills**
 - c) **Approval and/or Correction of the Financial Report**
 - d) **Board Approval of New Hires**

As was mentioned previously, classified personnel, substitute teachers/classroom aides, and volunteers must be approved in order to be covered by our workers’ compensation plan.

 - 1) Emma Landstrom / Behavior Interventionist-Buchanan K-1 Center / \$31.33 per hour
 - 2) Annie VanWyhe / TAP Classroom Leader / \$17.20 per hour
 - 3) Samara Contreras / ESL Para-Educator – HHS / \$13.66 per hour / ESL Interpreter – Home Liaison Office / \$19.66 per hour
 - 4) Angela Lindhorst-Dennis / SPED Para-Educator – HMS / \$13.81 per hour
 - 5) Troy Brock / Study Hall Supervisor - HHS / \$14.11 per hour
 - 6) Howard Pearl / Substitute Bus Driver / \$25 per hour
 - 7) Cameron Schroder / Substitute Teacher / \$120 per day
 - 8) MaKayla Hofer / Substitute Teacher / \$120 per day

- e) **Contracts for Board Approval**
 - 1)
- f) **Resignations for Board Approval**
 - 1) Deb Pearl / Concessions / 4 months
 - 2) Marietta Riedel / Special Education Teacher – HHS / 32 years
 - 3) Jeff Dahr Sr. / Transportation Dept – Bus Driver / 9 years
 - 4) Mary Hershman / Food Service / 16 years
 - 5) Diana Nebelsick / Business Office-District Purchasing / 24 years
 - 6) Michael Taplett / Huron Middle School Principal / 17 years
- g) **Request for Approval of Open Enrollment Request**
 The administration has received open enrollment request #OE-2017-06 for Board approval.
- h) **Intent to Apply for Grant Funding**

Group Applying	Huron School District
Contact Person	Sherri Nelson
Name of Award	21 st Century Community Learning Center Grant
Name of Funder	SD DOE
Amount to be Requested	\$50,000 - \$150,000 per year for 5 years
Project Focus	Tiger-After-School Program

(The consent agenda may be approved with one motion. However, if a board member wishes to separate an item for discussion, he/she may do so.)

**9. CELEBRATE SUCCESSES IN THE DISTRICT:
CONGRATULATIONS:**

- **Krissa (1st Grade Teacher – Buchanan K-1 Center) and Logan Korkow** on the birth of their son, Baylor Alan Korkow, born December 12th.
 Congratulations!

THANK YOU TO:

-

10. REPORTS TO THE BOARD

- a) **Good News Report – CTE Program** – Jolene Konechne & HHS Students who attended the National FFA Convention
- b) **District Branding Report** – Garret Bischoff and Craig Lee
- c) **Business Manager’s Report**
- d) **Superintendent’s Report**
 - Security Screen in Boardroom
 - Certificate of Appreciation – Karen Community
 - Calendar Report

11. OLD BUSINESS

- a) **Section J Policy Review** – 1st Reading

12. NEW BUSINESS

- a) **Technology 1:1 iPad Program** – Request Purchase of iPads - Roger Ahlers and Mike Radke
- b) **Governing Board Annual Review Questionnaire:**
 - Tax-Exempt Bond Post-Issuance Compliance-General

13. ADJOURNMENT

**Huron School District
New Hire Justification**

Date: 12-4-17

Applicant Information

Applicant Name: Emma Landstrom

Address: 1225 Kansas Ave SE

Phone: 412-6446

Education: BS in Human Development and Family Studies

Experience: Case Manager at CCS, YWCA

References: Joanie Cain, Sara Newman, Kelsi Strichertz,

Reason for New Hire New Position

New Position: **Behavior Specialist**

Replacement:

Position Information

Department: Grant under Title

Position: Behavior Specialist

Supervisor: Peggy Heinz/Kari Hinker

Responsibilities: **Working with students on social skills**

Hours: W-F, 8-4

Hiring Information

Wages: \$31.33

Classification:

Wage Justification:

Start Date: 12/21/17

Requested by: Peggy Heinz

(Administrator)

**Huron School District
New Hire Justification**

Date: 12-11-2017

Applicant Information

Applicant Name: Annie VanWyhe

Address: 655 7th St SW, Huron, SD 57350

Phone: 350-4722

Education: High School Diploma, Working on her teaching degree

Experience: Currently a para educator at the Buchanan Center

References: Megan Moser, Alica Graff, Debbie Henning

Reason for New Hire

New Position: n/a

Replacement: Adding TAP staff to reduce overtime expenses

Position Information

Department: TAP

Position: Classroom Leader

Supervisor: Sherri Nelson

Responsibilities: Implement after-school learning activities

Hours: Schedule varies - 3:30-5:30 pm

Hiring Information

Wages: \$17.20/hr (classroom leader)

Classification: Classified

Wage Justification: Pre-determined hourly rate

Start Date: January 2, 2018

Requested by: Sherri Nelson

Huron School District
New Hire Justification

Date: 12/20/2017

Reason for New Hire:

Replacement of _____ New Position

Applicant Information

Applicant Name: Samara Contreras _____

Address: 455 Colorado SW APT 4

Education: NSU, 3 years

Phone: (605) 350-4179

Experience: on call interpreter, LSS, HSD

References: Robin Moran, Desiree Rand, Angela Waldner

Position Information

Department: ESL /Interpreting (Title III Immigrant/General Fund)

Position: ESL Para Educator-High School/Spanish Interpreter in Home Liaison Office

Supervisor: Mike Radke, Kari Hinker

Responsibilities:

- Work with small groups of students under the supervision of a classroom teacher
- Assist teachers in the classroom to reinforce skills taught
- Homework help
- To provide explanation and help for students in English
- Phone Calls/Home Visits-Working with Spanish Families

Hours: Monday and Tuesday 7:50-3:20, Wednesday 12:20-3:20 High School
Wednesday 8-11:30, Thursday and Friday 8:00-4:00 Home Liaison Office

Hiring Information:

Wages: \$13.66 para \$19.66 Interpreter per hour

Classification: Class A, Class _____ employee – Step 0

Justification: new hire for para educator, additional hire for Lindsey Passmore's reduced hours

Start Date: January 2

Requested by: Kari Hinker (Administrator)

**Huron School District
New Hire Justification**

Date: 12/21/17

Applicant Information

Applicant Name: Angela Dennis

Address: 1153 Simmons Ave. SE, Huron, SD 57350

Phone: 320-221-3411

Education:

Experience: 1 year

References: John Decker, Meir Daller, Sherri Kubesh

Reason for New Hire : Replacement

New Position:

Replacement: Replace Lisa Balster

Position Information

Department: SPED

Position: Para at Middle School DLC

Supervisor: Amanda Katzenberger

Responsibilities: SPED Para

Hours: 7.5 Hours

Hiring Information

Wages: 13.81

Classification: SPED Para

Wage Justification: 1 Year Watertown SPED Para, Needs
ParaPro

Start Date: Jan. 2, 2018

Requested by: - Lori Wehlander (Administrator)

**Huron School District
New Hire Justification**

Date: December 21, 2017

Applicant Information

Applicant Name: Troy Brock

Address: 617 Kansas Ave. SE, Huron, SD

Phone: (605) 350-3586

Education: Northern State University

Experience: 1 Year Long-term Substitute Teacher in Physical Education

Reason for New Hire

Replacement: Jade Van Zee

Position Information

Department:

Position: Study Hall Supervisor

Supervisor: Mike Radke

Responsibilities: Supervise students assigned to A121

Hours: 8am to 3:30 pm

Hiring Information

Wages: 14.11

Classification: A

Wage Justification: I am requesting 3 steps for Mr. Brock as he has a Bachelor's Degree in Education and has worked for us for a year.

Start Date: As soon as approved

Requested by: Mike Radke

December 11, 2017

Dear Carol,

I have been offered and accepted a position caring for an elderly person. This position requires me to work afternoon and evenings. I am submitting my resignation as consession worker effective immediately.

Sincerely,

A handwritten signature in cursive script that reads "Deb Pearl".

Deb Pearl

Terry Nebelsick, Superintendent
Huron Public Schools
Huron,

December 18, 2018

Mr. Nebelsick:

The purpose of this letter is to inform you that I am retiring at the end of the 2017-2018 school year.

I very much enjoyed my job and working with the students and faculty for the past 30+ years.

Thank you,

A handwritten signature in cursive script that reads "Marietta Riedel". The signature is written in black ink and is positioned above the printed name.

Marietta Riedel

December 20, 2017

To : Huron School District

Attention: Rex S.

I am turning in my resignation as a driver for the Huron School District. This is effective immediately.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Dahr Sr.", written in a cursive style.

Jeff Dahr Sr.

December 21, 2017

I have decided to take advantage of the early retirement incentive at the end of this school year. My last day of work will be June 12, 2018.

I request that my final pay for my June hours be on June 20, 2018 so that I can start South Dakota Retirement in July of 2018.

Thank you,

Mary J Hershman

December 22, 2017

Huron Board of Education
Mr. Kelly Christopherson

Re: Retirement Notification

I am writing to inform you of my intent to retire from my position in the business office on June 19, 2018, and take advantage of Retention Policy GDBB 2- 2014 (N). I am grateful for the board's commitment to employees completing their career with the school district.

I've enjoyed my twenty-four years serving as District Library Assistant, Madison Elementary Administrative Assistant, District Human Resources, and finally District Purchasing. I am particularly grateful for the guidance and support of Mr. Christopherson in the business office for the past fourteen years.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Diana Nebelsick". The signature is written in black ink and is positioned above the printed name.

Diana Nebelsick

Rec 12-28-17
E. Nebelsick

12/22/17

Dear Superintendent Nebelsick and Members of the Board of Education:

Please accept this letter as notice of my resignation from Huron School District; effective July 1, 2018. I will be retiring from my present position as Middle School Principal as allowed by policy GCPC (N) [Early Retirement].

I have enjoyed my 17 years at Huron Middle School and thank you for your support during my employment. I feel very fortunate to work in such a dedicated school system, where kids come first. I wish each of you and the entire district much success in the years ahead.

If there is anything that I can do to help during the transition, please let me know.

Sincerely,

Michael Taplett
Michael Taplett

PO Box 949
Huron, SD 57350
605-353-6992



Sherri Nelson
Director of Curriculum,
Instruction, and Assessment
Sherri.Nelson@k12.sd.us

INTENT TO APPLY FOR GRANT FUNDING --- Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 12-21-17 Group Applying: Huron School District Contact Person: Sherri Nelson
Name of Grant/Award: 21st Century Community Learning Centers Grant
Name of Funder: SD DOE Contact Person: Jill Cotton & Sue Bergard
Amount to be Requested: \$50,000 - \$150,000 Funder's Submission Due Date: 3-10-18
Project Focus: 5 years Tiger After-School Program
How awarded amount received? Full amount up front Reimbursement
Are any follow up reports required? Yes No If yes, when are they due? Fall & Spring each year.
Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Be specific:

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o The person or group applying will need to submit the following documentation to the curriculum and business offices:
 - o A copy of the completed grant application.
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: Sherri Nelson 12-21-17
Building/Department Administrator Date

Signature: Sherri Nelson 12-21-17
Sherri Nelson, Director of Curriculum, Instruction & Assessment Date

Signature: Kelly Christopherson 1-3-2018
Kelly Christopherson, Business Manager Date

Date Presented to School Board: _____

2017-18 CTE Good News Report

Huron High School
January 8, 2018

Building Trades





Principles of Biomed



- Approved as a core life science credit beginning 2018-2019 school year.

Culinary Arts & Creative Foods



Culinary Arts & Creative Foods



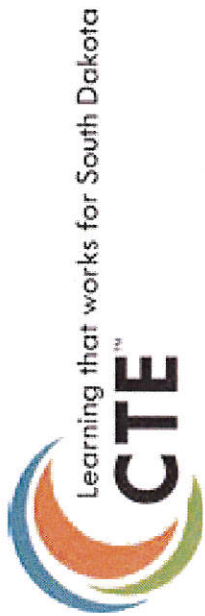
Students made and sold Christmas cookies to community members, area businesses, and high school students.

Human Development



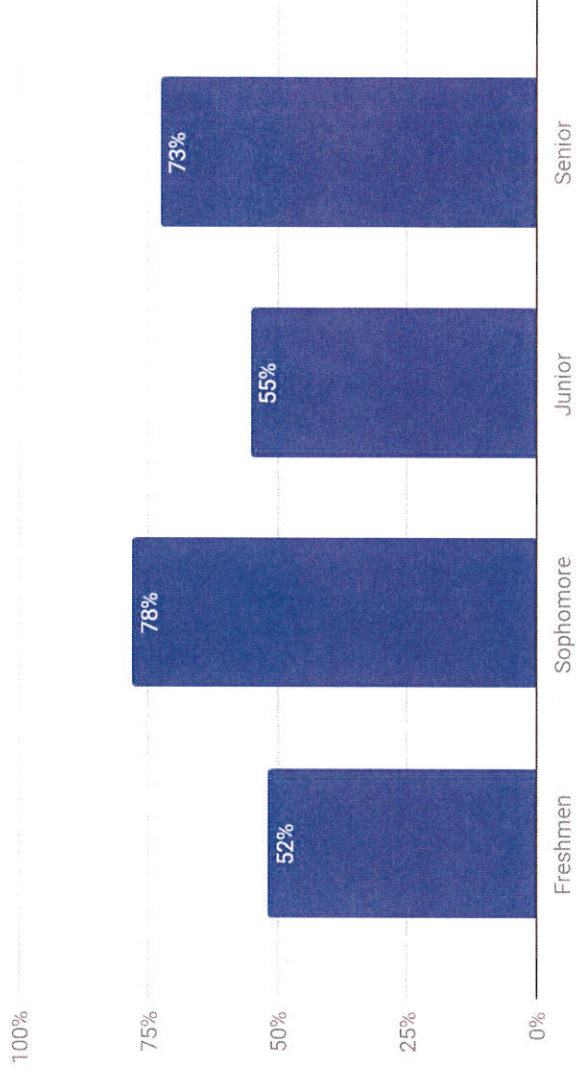
Students have traveled to Head Start, M&M Daycare, Kindernook, and Buchanan kindergarten classrooms. They were teacher helpers then presented an activity to teach the class.

Students Enrolled in CTE Courses



Fall 2016

Percent of Grade enrolled in at least 1 CTE Course



Huron School District Academic Calendar 2018-2019 School Year

(PTC / OH / ER subject to change)

School Board Approved 00/00/2018

AUGUST 2018 (5)						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	+9	+10	11
12	+13	+14	+15	+16	+17	18
19	20	21	22	23	24	25
26	+27	28	29	30	31	

JANUARY 2019 (7=87) (13=100)						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	+2	3	4	5
6	7	8	9	10	11	12
13	14	15	16+	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2018 (19=24)						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12+	13	14	15
16	17	18	19	20	21+	22
23	24	25	26	27	28	29
30						

FEBRUARY 2019 (19=32=119)						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13+	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

OCTOBER 2018 (22=46)						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3+	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 2019 (19=51=138)						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6+	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2018 (19=65)						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7+	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL 2019 (20=71=158)						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3+	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2018 (15=80)						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5+	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2019 (16=87=174)						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1+	2	3	4
5	6	7	8	9	10	11
12	13 ^{AB}	14 ^D	15 ^B	16	17	18
19	20	21	22 ⁺	23	24	25
26	27	28	29	30	31	

- ⊙ Last day of classes ⊖ Teacher Checkout ♦ Memorial Day + Early release
- AB Athletic Awards Program
- B Baccalaureate
- D 8th grade promotion
- ♦♦ Graduation

ELEMENTARY/MIDDLE SCHOOL/HIGH SCHOOL

Quarter will end on date set at grade level.

End of 1st Semester - January 11 (87 days)

End of 2nd Semester - May 22 (87 days)

Staff Development) Early Release Days

Sep 12 Oct 3 Nov 7 Dec 5
 Jan 16 Feb 13 Mar 6 Apr 3 May 1
 (Sep 21, May 22 also Early Release)

MAKE-UP DAYS FOR SNOW

May 23, 24, 28, 29, 30, 31.....

CONFERENCES: (All to be determined by principals after calendar approved)

K & 1st Gr Center:
 2nd & 3rd Gr Center:
 4th & 5th Gr Center:
 Middle School:
 High School:

(Registration Night)

GRADUATION Sunday, May 19, 2019 2:00 p.m., Huron Arena

- 174 Student Contact Days
- 2 Conference Days
- 4 Teacher In-Service Days
- .5 Teacher Check-out (1/2 day)
- 180.5 Total Teacher Days

Handbooks. (Student, ESL, SPED, TAP, Coaches, etc.)

Building principals will be responsible for developing student handbooks for their buildings. Student handbooks will contain policies which provide guidelines for the operation of the building (as they pertain to students) and will include policies regarding attendance, grading, homework, and student discipline.

Directors will be responsible for developing other handbooks, providing guidelines for ESL, SPED, TAP, Coaches, etc.

In most cases, the school board will receive handbooks for revision review by June 1st of each year. The proposed revisions will be identified on a cover page. The board will have a "First Reading" of the proposed revisions at the regular June school board meeting, where the board will share concerns and comments. In most cases, the board will approve the handbook revisions at the second meeting in June (Special Board Meeting on 4th Monday).

In special circumstances the board officers may recommend revision and approval all in one meeting.

When possible, "new" handbooks should follow a three-meeting process, similar to policy revision. The first meeting would be the introduction, the second meeting the "first reading", and the third meeting the "approval" of any new handbook.

Annual school board approval of handbooks causes the contents to be considered "application of policy" for the school year.

Proposed 11-27-17

REPORTING CHILD ABUSE

It is the policy of the Huron school district that any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused, other than by accidental means, shall report orally or in writing to the principal or superintendent who shall then immediately report to either the state's attorney, the department of social services, the county sheriff, or to the city police. The principal or superintendent shall, in writing, inform the school employee initiating the action within 24 hours that the report has been made.

The report shall contain the following information: name, address, and age of child; name and address of parent or guardian; nature and extent of injuries or description of suspected neglect; any other information that might help establish the cause of injuries or condition.

School employees, including administrators, shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, only to report their suspicions of abuse or neglect.

Information or records concerning reports of suspected abuse or neglect are confidential, and the release to persons other than provided by law is a criminal offense, punishable under state law. by \$1,000 fine, one year in jail, or both. Failure to make a report where abuse or neglect is suspected is also a criminal offense punishable under state law. subject to the same punishment.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting or from any resulting judicial proceeding even if the suspicion is proven to be unfounded.

Device Price Comparison

STUDENT DEVICES	HP Chromebook	iPad 5	HP Laptop
Base Price 32 GB	\$175.00	\$294.00	\$375.00
Management Console	\$29.00	\$0.00	\$0.00
3 year ADP	\$69.00	\$0.00	\$50.00
Case/Bag	\$20.00	\$70.00	\$25.00
Subtotal Cost Per Device	\$293.00	\$364.00	\$450.00
x850 Students and Staff	\$249,050.00	\$309,400.00	\$382,500.00
Add 850 Keyboards x\$39 ea.		\$33,150.00	
TOTAL COST	\$249,000.00	\$342,550.00	\$382,500.00

Capital Outlay Available: 420,000

GOVERNING BOARD ANNUAL REVIEW QUESTIONNAIRE

Tax-Exempt Bond Post-Issuance Compliance-General

1) Do we have written procedures or guidelines to ensure that the governmental bond financing in which we either as issuer or user of the proceeds remains in compliance with federal tax requirements after the bonds are issued?

Yes No

2) Do we track the proper and timely use of bond proceeds and bond-financed property?

Yes No

If the answer is No, briefly describe who tracks bond proceeds and the bond financed property.

3) Who is primarily responsible for post-issuance compliance?

	Name & Title and responsibility
<input type="checkbox"/> Board Member	
<input type="checkbox"/> Management	
<input checked="" type="checkbox"/> Official	Kelly Christopherson, Business Manager
<input type="checkbox"/> Staff	
<input type="checkbox"/> Other	
<input type="checkbox"/> None	

4) Who is secondarily responsible for monitoring post-issuance compliance of bond financings?

	Name & Title and responsibility
<input type="checkbox"/> Board Member	

<input type="checkbox"/> Management	
<input checked="" type="checkbox"/> Official	Terry D. Nebelsick, Superintendent
<input type="checkbox"/> Staff	
<input type="checkbox"/> Other	
<input type="checkbox"/> None	

If the answer is none, we need to assign duties immediately.

5) Who is responsible for filing 8038G, 8038T or any other required filing?

	Name & Title and responsibility
<input type="checkbox"/> Board Member	
<input type="checkbox"/> Management	
<input checked="" type="checkbox"/> Official	Kelly Christopherson, Business Manager
<input type="checkbox"/> Staff	
<input type="checkbox"/> Other	
<input type="checkbox"/> None	

If the answer is none, we need to assign duties immediately.

6) Do we provide training or educational resources to personnel that are responsible for ensuring compliance with the post-issuance private use limitations for bond-refinanced property?

Yes No

7) Do we know about the following options for voluntarily correcting failures to comply with post-issuance compliance requirements?

Yes No

8) Do we understand remedial actions described under section 1.141-12 of the income tax regulations?

Yes No

9) Do we know what a closing agreement under Tax-Exempt Bonds Voluntary Closing Agreement Program described into Notice 2001-60?

Yes No

GENERAL RECORDKEEPING

10) Do we retain records pertaining to our tax-exempt bonds must be retained for the life of the bond plus three years.

Yes No

Do we have a record of the location of our repository?

Yes No

11) What medium or mediums do we use to maintain our bond records?

Paper

Electronic media (CD, disks, tapes)

Both paper and electronic

12) Is there any correspondence between our organization and the Internal Revenue Service related to a significant change in our activities?

Yes No

13) Do we maintain the following records?

a. Organizing documents (articles of incorporation, bylaws and amendments)?

Yes No

b. Audited financial statements?

Yes No

c. Bond transcripts, Official Statements and other offering documents of our bond financings?

Yes No

d. Minutes and resolutions authorizing the issuance of our bond financings?

Yes No

e. Certifications of the issue price of our bond financings?

Yes No

f. Any former elections for bond financings (e.g., election to employ an accounting methodology other than specific tracing)?

Yes No

g. Appraisals, demand surveys, or feasibility studies for bond-financed property?

Yes No

h. Documents related to government grants associated with construction, renovation or purchase of bond-financed facilities?

Yes No

i. Publications, brochures, and newspaper articles for our bond financings?

Yes No

j. Trustee statements for our bond financings?

Yes No

k. Correspondence (letters, e-mails, faxes, etc.) for our bond financings?

Yes No

l. Reports of any prior IRS examinations of our organization or bond financings?

Yes No

INVESTMENTS AND ARBITRAGE COMPLIANCE

14) Do we maintain documentation of allocations of investments and investment earnings to our bond financing?

Yes No

15) Do we maintain documentation for investments of our bond financing proceeds related to:

a. Investment contracts (e.g., guaranteed investment contracts)?

Yes No

b. Credit enhancement transactions (e.g., bond insurance contracts)?

Yes No

c. Financial derivatives (swaps, caps, etc.)?

Yes No

d. Bidding of financial products?

Yes No

16) Do we maintain copies of the following arbitrage-related documents for our bond financings:

a. Computations of bond yield?

Yes No

b. Computation of rebate and yield reduction payments?

Yes No

c. Form 8038-T, Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate?

Yes No

d. Form 8038-R, Request for Recovery of Overpayments Under Arbitrage Rebate Provisions?

Yes No

17) Do we have procedures or guidelines for monitoring instances where compliance with applicable yield restrictions requirements depends on subsequent reinvestment of bond proceeds in lower yielding investments?

Yes No

18) Do we have specific procedures or guidelines for monitoring bond financings that we expect will comply with the arbitrage rules as a result of the application of a temporary period

exception (section 148 (c) and section 1.148-2(e)) or a spending exception (section 148(f)(4) and section 1.148-7 (c), (d), and (e))?

Yes No

EXPENDITURES AND ASSETS

19) Do we maintain documentation of allocations of bond-financing proceeds to expenditures (e.g., allocation of bond proceeds to expenditures for the construction, renovation or purchase of facilities we own and use in the performance of our exempt purpose)?

Yes No

20) Do we maintain documentation of allocations of bond-financing proceeds to bond issuance costs?

Yes No

21) Do we maintain copies of requisitions, draw schedules, draw requests, invoices, bills and cancelled checks related to bond proceeds spent during the construction period?

Yes No

22) Do we maintain copies of all contracts entered into for the construction, renovation or purchase of bond-financed facilities?

Yes No

23) Do we maintain records of expenditure reimbursements incurred prior to issuing bonds for facilities financed with bond proceeds?

Yes No

24) Do we maintain a list or schedule of all bond-financed facilities or equipment?

Yes No

25) Do we maintain depreciation schedules for bond-financed depreciable property?

Yes No

26) Do we maintain documentation that tracks our purchase and sale of bond-financed assets?

Yes No

PRIVATE BUSINESS USE

27) Do we maintain records of all unrelated trade or business activities allocated to our bond-financed facilities?

Yes No

28) Do we maintain records of trade or business activities by third parties that we allocate to our bond-financed facilities

Yes No

29) Have we entered into any of the following arrangements for bond-financed property:

- Management and other service agreements? Yes No
- Research contracts? Yes No
- Naming rights contracts? Yes No
- Ownership? Yes No
- Leases? Yes No
- Subleases? Yes No
- Leasehold improvements contracts? Yes No
- Joint venture arrangements? Yes No
- Limited liability corporation arrangements? Yes No
- Partnership arrangements? Yes No

30) Do we maintain copies of the following agreements when entered into with respect to our bond-financed property:

- Management and other service agreements? Yes No
- Research contracts? Yes No
- Naming rights contracts? Yes No
- Ownership? Yes No
- Leases? Yes No
- Subleases? Yes No
- Leasehold improvements contracts? Yes No

- Joint venture arrangements? Yes No
- Limited liability corporation arrangements? Yes No
- Partnership arrangements? Yes No

This questionnaire was reviewed and answered by the Board at its meeting on the **January 8, 2018**

Chairman **Tim Van Berkum**